Phoenix Program
Process Definition – Accounts Payable

Process	***Enter EFT (EDI) Vendor***
Process Number	***AP-006***

Description of Process

This process will be used to add Electronic Funds Transfer (EFT) information to a vendor in the Statewide file. Only one bank account per Vendor ID can be set-up to receive EFT payments. Therefore, if a vendor needs payments to more than one bank account, another Vendor ID would need to be established.

Input to Process

Vendor request that an Agency's payments be made electronically.

Output of Process

EFT payments are generated to a vendor's bank account.

Service Level Agreement Required? (if yes, provide a brief description)

Security and Tables Group will enter EFT vendor information within one business day after receiving Notification of EFT Vendor form. Accounts Payable team will enter EFT bank account information 10 business days after receiving this form from Financial Systems Solutions Security/Tables Group.

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Vendor Information
Inquiry – Custom	Vendor Payment Inquiry allows users to view all payments for a vendor. (SAR 0335)
Reports – Custom	Vendor Book – Alphabetic sort by Long Name Vendor Book – Numeric sort by Vendor ID [SAR0567 Post Production]

Business Process Description

Process Description	**Responsibility (Agency/Centralized)**
Step 1: **Request Electronic Payment** Agency must first verify that the vendor exists in the vendor file. If the vendor does not exist, agency enters vendor information in PeopleSoft system including EFT information. If the vendor already exists, the Agency should complete the Notification of EFT Vendor Form and submit it to the Financial Systems Solutions Security/Tables Group.	Agency
Step 2: **Verify Bank is EFT Capable** Agency may choose to add an additional bank account to handle EFT payments or choose to add EFT as another payment method to one of its current bank accounts.	Agency
Step 3: **Provide EFT Payment Information** An agency must obtain the following information from the vendor: the vendor's bank account number and that bank's DFI ID. Agency completes the Notification of EFT Vendor Form and submits it to the Security and Tables Group. This form includes Agency Bank account information and Vendor Bank account information necessary to perform EFT payments.	Agency

Process Description	Responsibility (Agency/Centralized)
Step 4: **Security/Tables Group verifies and enters EFT information** The Security and Tables Group will review Notification of EFT Vendor form. If this information does not already exist, the necessary additions are made to the EFT Payment Options panel and Payment Options panel in the Vendor file. These changes will be performed within one business day after the request form has been received. The Financial System Solutions Security/Tables Group should complete the following fields on the EFT Payment Options panel: Bank Account #, Payment Format (CTX is the only valid value), Transaction Handling (Pay+Advice is the correct value), click on Prenotification Reqd, select Use DFI ID, Qualifier (select Transit No), and ID. The Security and Tables Group should complete the following fields on the Payment Options panel: Payment Method (Default is the correct value), and Bank (Default is the correct value). On the Maintain Vendors – Payment Options panel, the Bank and Payment Method should be set to Default. This is the only way to accommodate multiple business units generating different Payment Methods to the same vendor. Choosing the default payment method tells the system to use the Payment Method set at the Business Unit level. The default Payment Method for the Business Unit is System Check. This can be overridden on the voucher. The user is responsible for confirming the appropriate Payment Method for each voucher. This is the only way to accommodate multiple business units generating different Payment Methods to the same vendor.	Security and Tables Group
Step 5: **Forward Form to Accounts Payable Team** The Financials System Solutions Security/Tables Group will forward the form to the Accounts Payable team. The Accounts Payable team will complete the Agency Bank Information portion of the form.	Accounts Payable team
Step 6: **Generate EFT Payments** Prenotifications and payments will be generated during the nightly batch processing.	Financial Systems Solutions

Forms Used with Process (1)

Notification of EFT Vendor Form

Process Flow Diagram (if appropriate):

See next page.

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-03-99
Charmane Miller	THG Project Lead			03-03-99
Mindy Byram	Design Analyst			03-03-99